

**Safety Action Team
Meeting Notes
January 23, 2004**

Attendance

Tina Abbate Marzolf, John Abraham, Sidney Adams, Jr., Haluk Aktan, Michael Boersma, J. Thomas Bruff, Jerry Burke, William Carley, Anna Christiansen, Tom Colling, Rob Coppersmith, Jim Culp, Kathy Farnum, Andre Clover, David Geiger, Lawrence Hummel, Bill Kennedy, Robert Lariviere, Tom Long, Robert Masselink, Chuck Mills, F/Lt. Thad Peterson, Doug Plachcinski, Marsha Small, Calvin Roberts, Russell Tappan, Jr., Henry King, and Sara Smith

**Meeting
Overview**
(25 words or less)

Chuck Mills, Moderator provided the purpose and vision for the Action Team. Team developed their Operating Charter, roles & responsibilities, and meeting format. Meeting dates and agenda for the first meeting were determined

Meeting Notes

1. Purpose and vision of the Action team was shared
 2. Operating Charter, Roles and Responsibilities, and meeting format were developed. (see Operating Charter document)
 3. Chuck Mills will be the Moderator.
 4. Lawrence Hummel will provide the administrative support.
 5. Team identified additional entities who should be asked to join the team. Team members took responsibility to notify these entities.
 6. Meeting dates, times, and locations were determined (see below)
 7. Actions Items and Agenda Items for the next meeting were determined. (See below)
-

**Additional
Resources**

1. Tourism
 2. Legislators
-

Action Items

1. Identify current efforts or actions taken by other groups/Councils.
 2. All Team Members will review the operating charter.
 3. All Team Members will begin reviewing issues, goals, and actions and think about what needs to be done to implement the items.
-

**Proposed
Agenda Topics
For Next
Meeting**

1. Identify other Safety Councils/Action Teams and determine what coordination is needed.
2. Report on additional resources information
3. Review issues, goals, and actions and look at linkages.
4. Begin to develop Work/Implementation Plan
5. Draft agenda for next meeting.
6. Post critique of the meeting.

**Next Meeting
Dates**

1. Thursday, February 19, 2004
9:00 - 12:00 pm
Aeronautics Commission Room, 2700 Airport Services Drive, Lansing
2. Friday, March 19, 2004
9:00 - 12:00 pm
Aeronautics Commission Room, 2700 Airport Services Drive, Lansing
3. Full schedule will be developed in February.